

KATE McKENNA, AICP
Executive Officer

BUDGET AND FINANCE COMMITTEE:

Ralph Rubio, LAFCO Commissioner - *City Member (Committee Chair)*

Tom Perkins, LAFCO Vice-Chair - *Special District Member*

Simón Salinas, LAFCO Chair - *County Member*

MEETING NOTES

BUDGET AND FINANCE COMMITTEE MEETING

Adopted on December 7, 2009

Monday, November 20, 2009, 2:00 p.m.

LAFCO Office, 132 Gabilan St., Ste. 102, Salinas, CA 93901

1. CALL TO ORDER

The meeting was called to order at 2:04 p.m. by Committee Chair Rubio.

2. ROLL CALL

Present: Committee Chair Rubio, Commissioners Perkins and Salinas, Executive Officer McKenna, Mike Briley, CPA, Hayashi and Wayland, Karen Campbell, CPA, Bianchi, Kasavan, and Pope, Les Girard, LAFCO General Counsel, and Rachelle Jones, LAFCO Clerk

Absent: None

3. PUBLIC COMMENT

None

4. CONSIDER DRAFT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2009

Karen Campbell, CPA, Bianchi, Kasavan, and Pope, provided the report on the draft audit for fiscal year ending June 30, 2009. The Auditor provided an Unqualified Opinion, the highest assurance that an auditor can provide an agency

Committee members discussed the draft audit with Executive Officer McKenna and Karen Campbell.

Upon motion of Commissioner Perkins, seconded by Commissioner Salinas, the Committee unanimously recommended that the full Commission accept the draft audit for fiscal year ending June 30, 2009.

5. CONSIDER DRAFT FINANCIAL STATEMENTS FOR OCTOBER 31, 2009

Mike Briley, CPA, Hayashi and Wayland, provided a report on the draft financial statements for October 31, 2009.

Jill Baucom with the Monterey County Auditor-Controller's office explained that the County has paid its contribution to LAFCO for the current fiscal year. No members of the public chose to speak on this item.

Committee members discussed the draft financial statements with Executive Officer McKenna and Mike Briley. Staff will investigate why the statements do not reflect interest.

Upon motion of Commissioner Salinas, seconded by Commissioner Perkins, the Committee unanimously recommended that the full Commission accept draft financial statements for October 31, 2009.

6. RECEIVE PROFIT/LOSS BUDGET VS. ACTUALS WORKSHEET DATED NOVEMBER 13 2009

Executive Officer McKenna provided informational report on the profit/loss budget vs. actuals worksheet dated November 13, 2009.

Committee members discussed the profit/loss budget vs. actuals worksheet with Executive Officer McKenna.

Upon motion of Commissioner Perkins, seconded by Commissioner Salinas, the Committee unanimously received the profit/loss budget vs. actuals worksheet dated November 13, 2009.

7. CONSIDER REPLACEMENT OF LAFCO OFFICE TELEPHONE SYSTEM

Executive Officer McKenna provided report on replacement of LAFCO office telephone system.

Committee members discussed replacement of the telephone system with Executive Officer McKenna.

Upon motion of Commissioner Salinas, seconded by Commissioner Perkins, the Committee unanimously recommended that the Commission approve the proposal submitted by Telco Automation Inc. for replacement of the LAFCO office telephone system.

8. CONSIDER DRAFT POLICY ON ANNUAL CONTRIBUTIONS TO THE COMMISSION'S OPERATING BUDGET

Executive Officer McKenna provided report on annual contributions to LAFCO. LAFCO General Counsel Girard outlined the draft policy.

Committee members discussed the draft policy on annual contributions with Executive Officer McKenna and General Counsel Girard. Committee members agreed that interest should not be included as part of the policy. As timelines in the policy have passed for the current fiscal year, a reasonable alternative schedule will be developed for receiving contributions still due and payable in the current fiscal year.

Upon motion of Commissioner Salinas, seconded by Commissioner Perkins, the Committee unanimously recommended that the Commission approve the draft policy on annual contributions to the commission with a change to remove the portion of the policy concerning interest on payments, and to adjust payment timelines for the current fiscal year.

9. OTHER BUSINESS

None

10. ADJOURNMENT

The meeting was adjourned at 2:34 p.m.

Respectfully Submitted,

Rachelle Jones, LAFCO Clerk